

USER'S MANUAL

eFiling Online

Superior Court, Maricopa County

For case types:

- 1. TX (tax) case type
- 2. FC, FN, DR, D (family) case type

Contents

Remember:

- Case initiation is still a paper process.
- Subsequent filings in TX (tax), FC, FN, DR,
 D (family), and CR (criminal) cases may be
 eFiled on the Clerk of Court eFiling
 Online website, using the link below:

https://efiling.clerkofcourt.maricopa.gov/fdlogin.asp

 CV (civil) case documents; attorneys must eFile subsequent pleadings at AZTurboCourt, link below:

https://turbocourt.com/go.jsp? act=actShowState&tmstp=1317673232209&id=11542 622

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Before you begin...

Things to know before you eFile:

- 1. Read the **eFile Guidelines** before you eFile; learn how to access these on page 12 of this manual.
- 2. Use Clerk of Court (Maricopa County) to eFile subsequent filings in TX (Tax) FC, FN, DR, D (Family), and CR (Criminal) case types; initiating case documents must be filed in paper.
- 3. Documents uploaded in **WORD** must be saved in 97 2003 format; **system cannot accept WORD 2007 & 2010 documents**.
- 4. You must register to use the Clerk of Court **eFiling Online** website; registration process is detailed in this manual.
- 5. Attorneys and legal support staff should create their own (separate) user profile through the eFile registration process.
- 6. Only one "Main" document may be filed per filing transaction; main document receives file stamp if filing is accepted (which means it is part of the official court record).
- 7. Supporting documents (exhibits, proposed order) may be filed in addition to the main document (but not as part of the main document); thus, as separate uploaded documents. In other words, upload the motion as the main document and then, upload the proposed order or exhibit as a supporting document within a filing transaction..
- 8. Submit (upload) proposed orders in **WORD** (97-2003 format).
- 9. To view documents filed in your case, you must use a separate website; the Clerk's Electronic Court Record Online (**ECR Online**). https://ecr.clerkofcourt.maricopa.gov/login.aspx
- 10. ECR Online Training Manual: https://ecr.clerkofcourt.maricopa.gov/ECRUsersManual2011.pdf
- 11. Read eFile Guidelines before you eFile: https://efiling.clerkofcourt.maricopa.gov/efilingguidelines/





For more information on the eFiling \(\) Maricopa County, to view the eFiling how to get started with eFiling, visit

NOTICE: Effective May 1, 2011, a documents in civil cases through v

Parties must be served on paper of service is not a feature of the Cler

eFiling Training Videos!

· Registration and Login

Access the eFiling Online web page

Options for accessing the Clerk of Court eFiling Online web page (TX case type)

Option **0**



Option **0**

Use a search engine to search for: *eFiling online maricopa county superior court*

Option 2



Option 2

Go to Clerk of Court website and click on the link to:

eFiling (Live)

Option 8



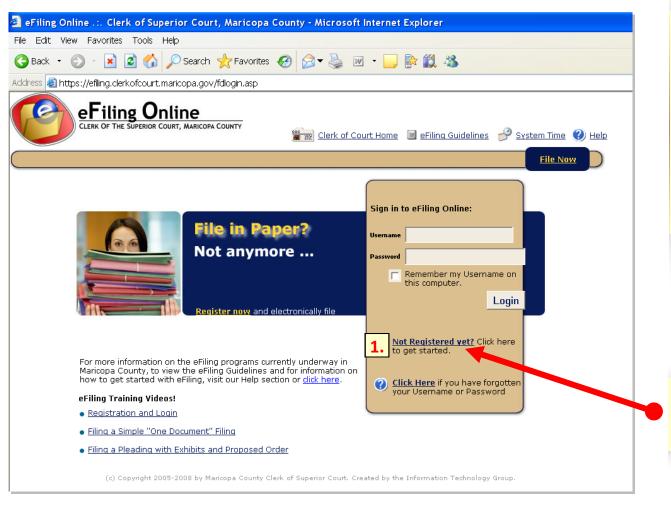
Option **9**

Enter the URL below in the web address bar and press the ENTER key (or click on hyperlink below):

https://efiling.clerkofcourt.maricopa.gov/fdlogin.asp

Become a Registered User

You must register to use the Clerk of Court eFiling Online website



Important:

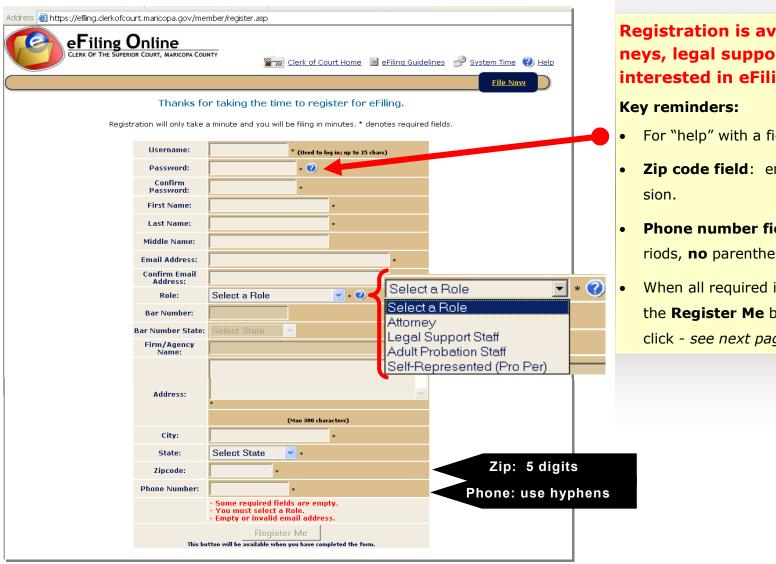
Attorneys and legal support staff must create their own (separate) user profile.

Only one eFile online registration is required; if already registered to eFile under another case type, enter existing username and password—click Login button.

1. Click link, Not Registered yet?

Complete registration page

Complete all required (*) fields

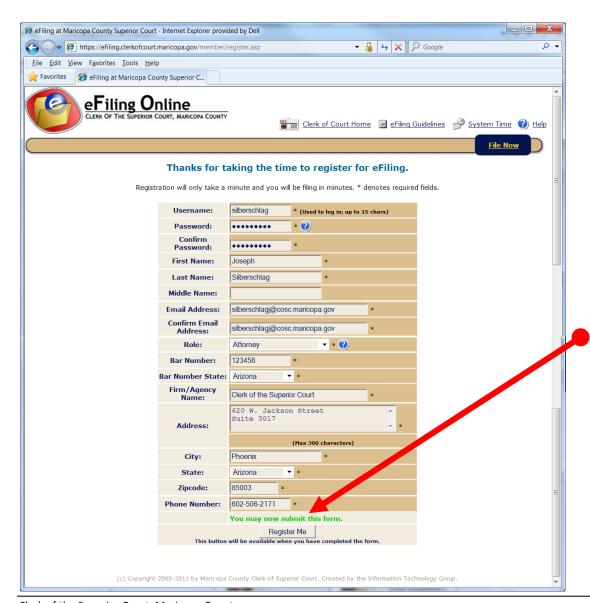


Registration is available for attorneys, legal support staff, and parties interested in eFiling.

- For "help" with a field, click on the ? .
- **Zip code field**: enter 5 digits; **no** exten-
- Phone number field: use hyphens; no periods, **no** parentheses.
- When all required information is entered, the **Register Me** button should be active to click - see next page.

Complete registration page

Green text, and the "Register Me" button becomes active

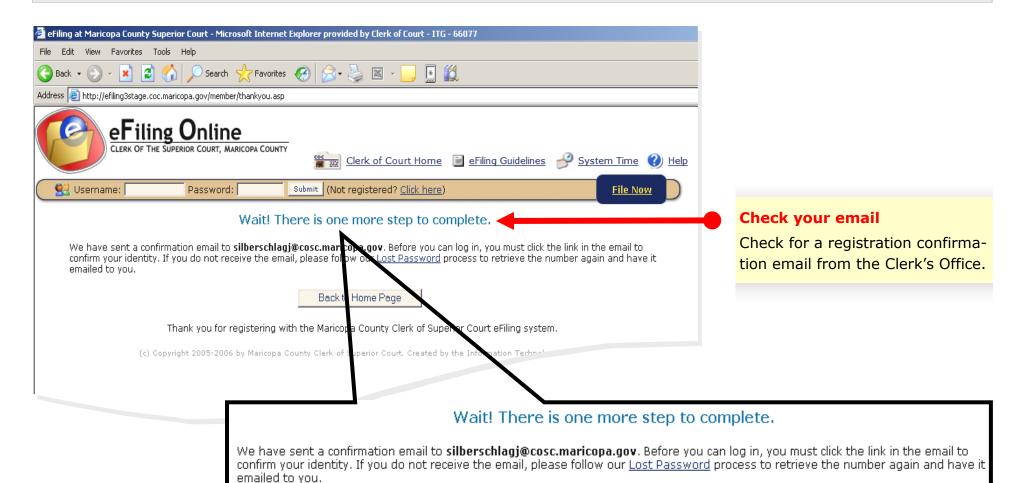


When all required fields are completed, the **green text** will appear and the **Register Me** button will be active.

Click the **Register Me** button to continue with the registration process.

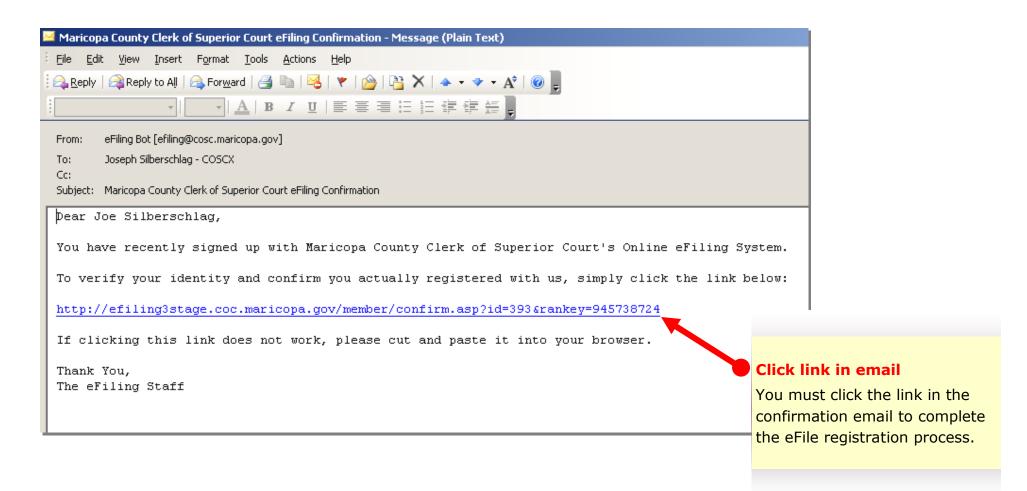
Complete registration process; check email inbox

Check email inbox (email address used in registration)



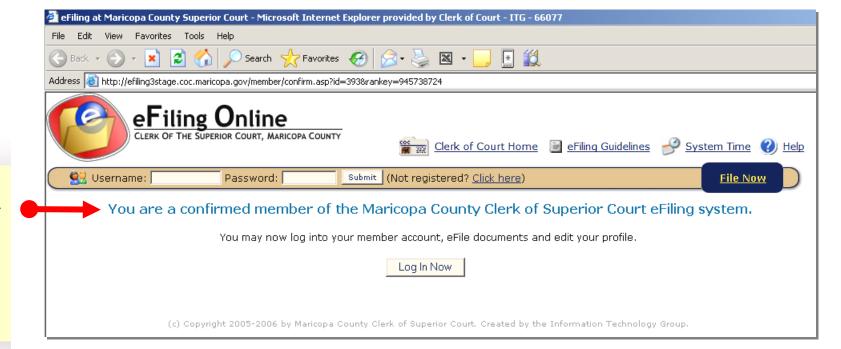
Final step in registration process!

Click link in email registration confirmation to complete registration.



Registration is completed!

You have finished the eFile registration process.

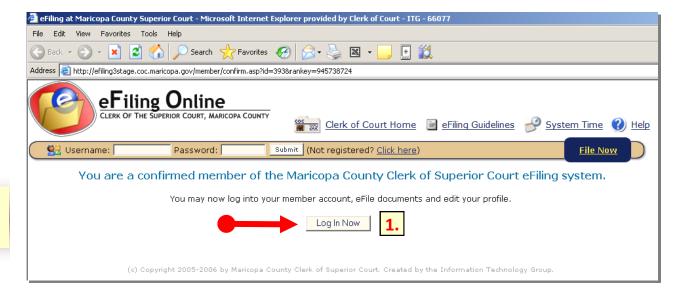


Congratulations!

The registration process is complete when you see this page appear. You may log into the eFile system and electronically file.

Log In

You must login to the eFiling Online system in order to eFile.



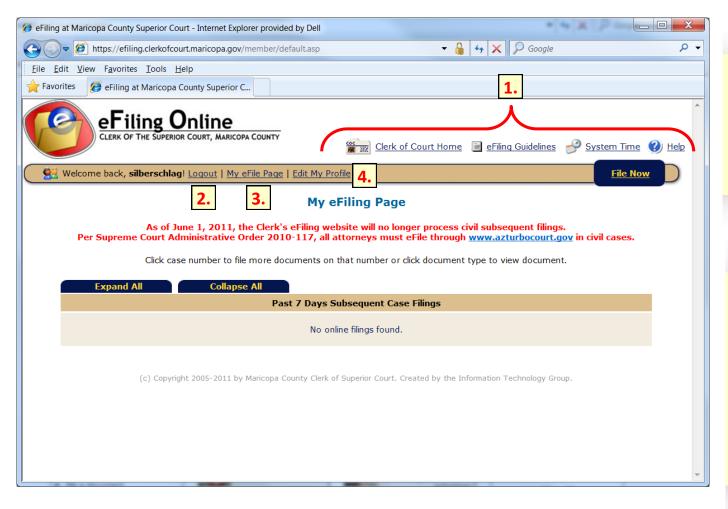
1. Click, Log In Now.

- 2. Enter your Username & Password.
- 3. Click, Log Me In.



My eFiling Page

My eFiling Page is your "home" page for eFiling.



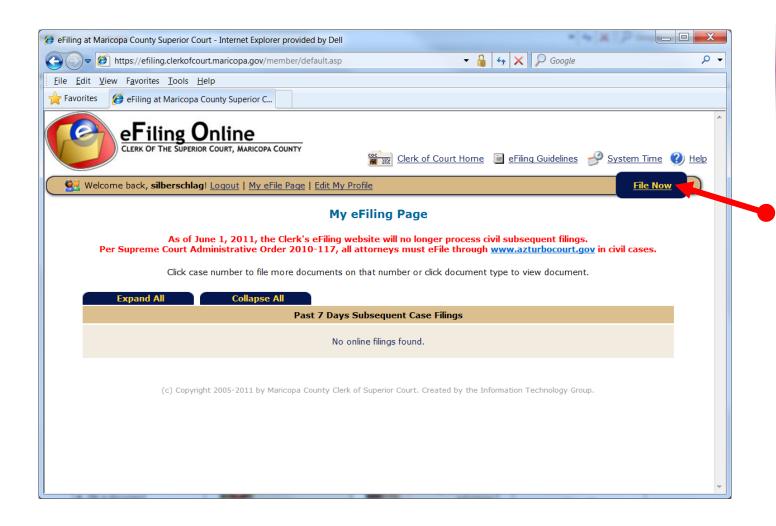
1. Useful links; information and resources.

Read the eFiling Guidelines, before you eFile.

Other useful links

- **2. Logout**; to close eFile session.
- **3. My eFile Page**; returns you to your "home" page.
- Edit My Profile; to make changes to registration information.

My eFiling Page is the starting point to eFile court documents.



Remember:

Initiating court documents are filed in paper.

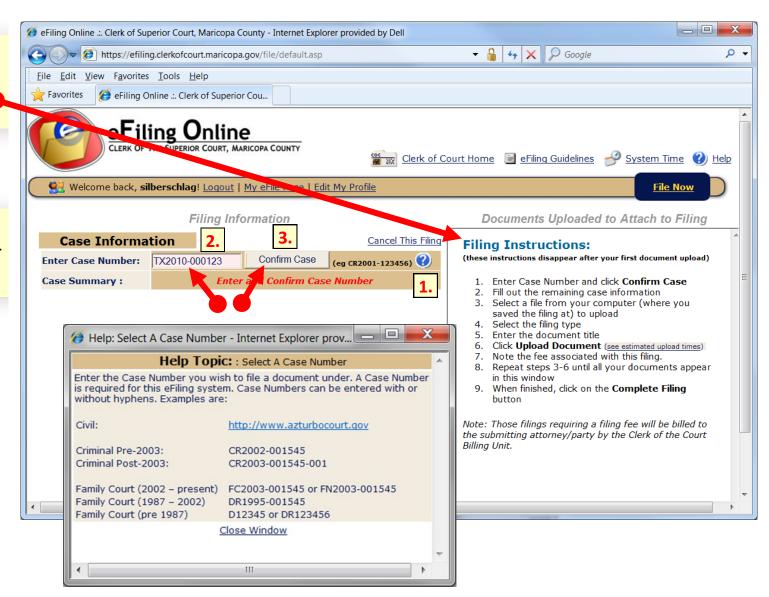
Click, **File Now** to begin.

Enter Case Number, and click Confirm Case

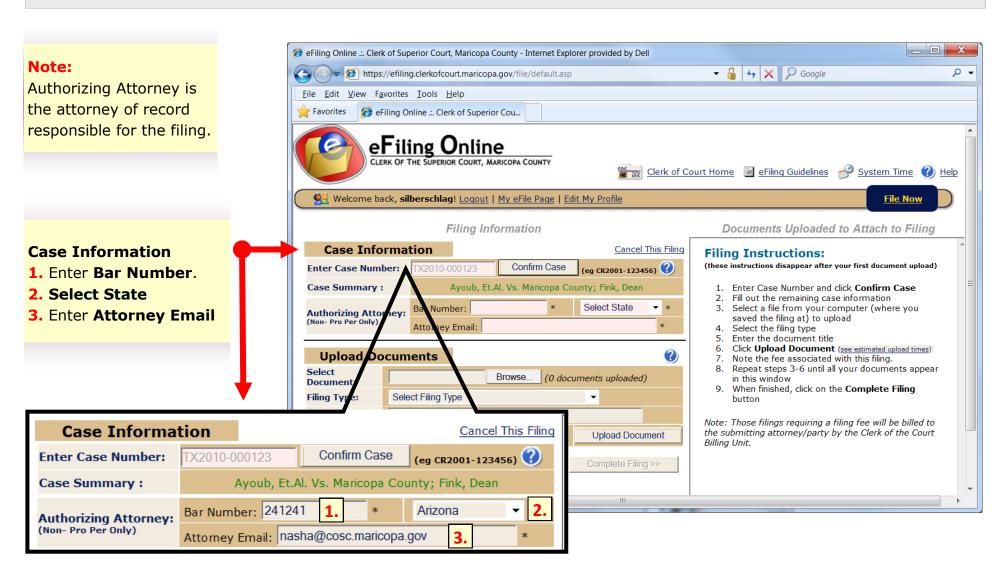
Note:

Filing Instructions located on right hand side of web page.

- Click to view the format to enter a case number.
- **2. Enter** case number.
- 3. Click, Confirm Case



Complete Two sections: • Complete "Case Information"

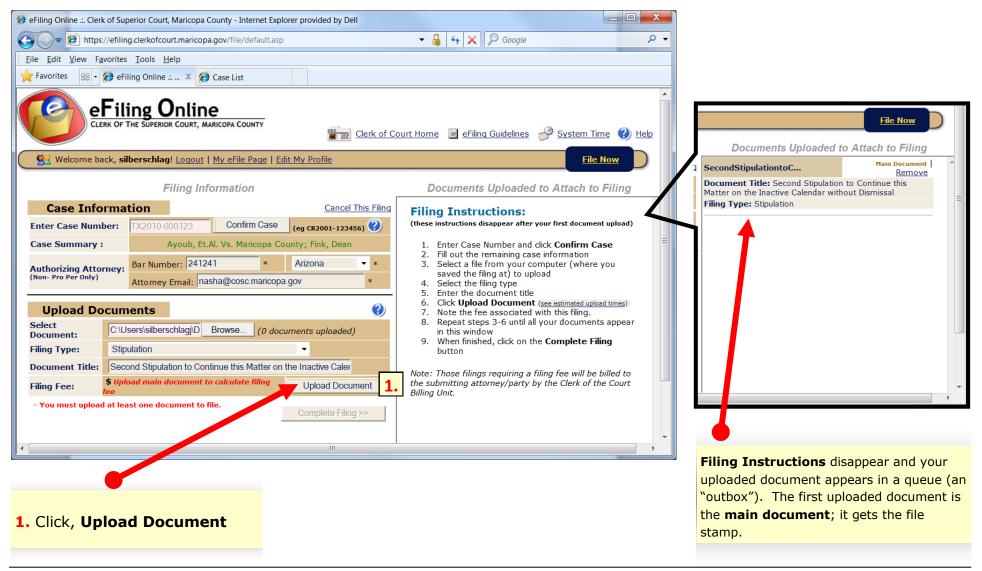


Complete Two sections: @ Complete "Upload Documents"



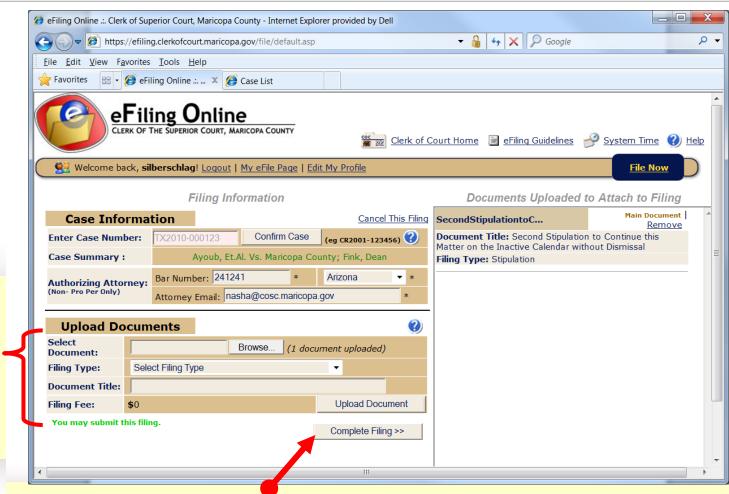
Next step, Upload Documents

Upload your first document; Filing Instructions will disappear



Two options: 1. Upload Supporting or 2. Complete Filing

Remember: Only file one main document per filing transaction



Option 1 - Supporting docs

Upload **supporting documents**; i.e. proposed order, exhibit (*see next page*).

Do not upload a second main document; you are only allowed to **file one main** document per filing transaction.

Option 2 - Submit documents—Complete Filing

Only click **Complete Filing** to submit document(s) already in queue ("outbox"), and continue to final filing step. To upload supporting documents (proposed order, exhibit) see **Option 1** on next page (19).

Once you click Complete Filing, you cannot use the back button to return to this page!

Two options: 1. Upload Supporting document

Option: Upload supporting document in addition to main document

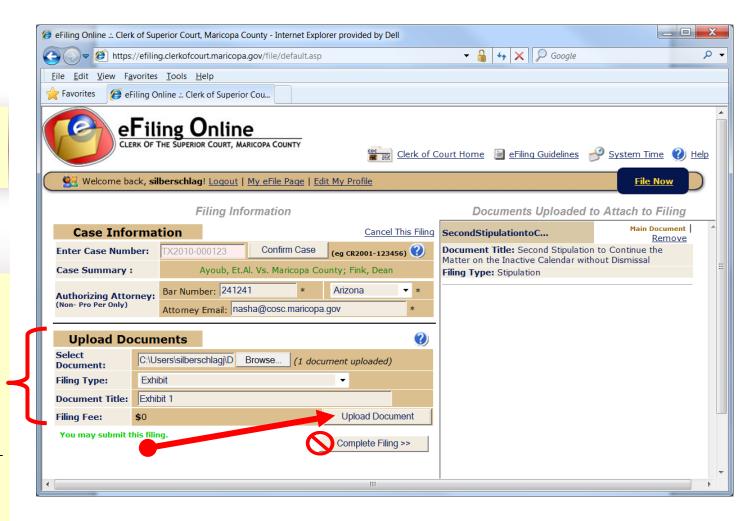
DO NOT click Complete Filing >> yet!

Option 1 - Supporting docs

Upload **supporting documents**; i.e. proposed order, exhibit.

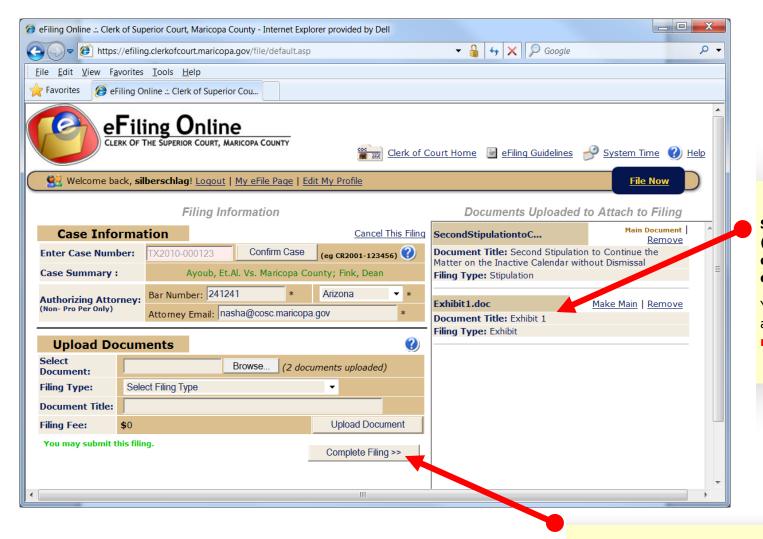
Follow the same steps to upload a supporting document as you did to upload your main document; **see page 16.**

Do not upload a second main document; you are only allowed to **file one main** document per filing transaction.



Two options: 2. Complete Filing

Be sure that the document(s) you want to file appear in the queue ("outbox").



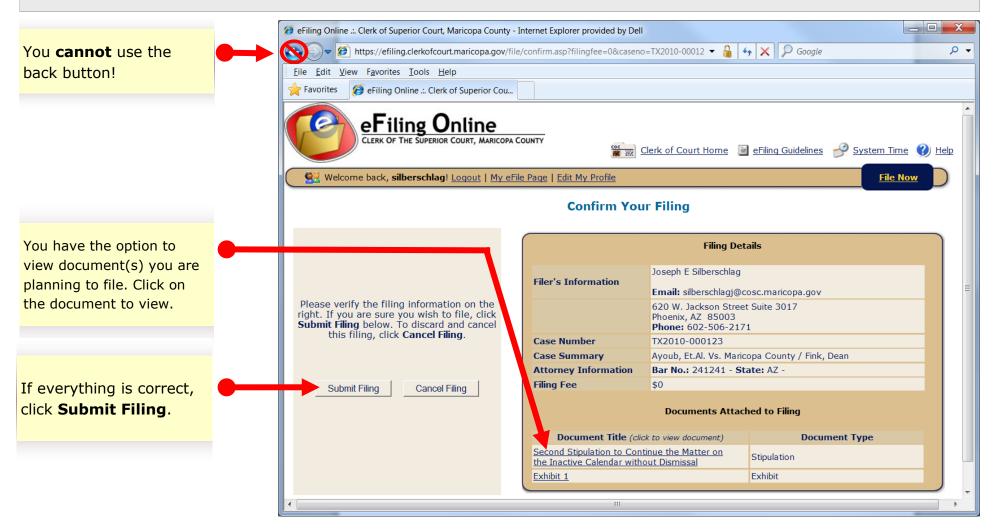
Supporting document (exhibit) was uploaded in the queue, in addition to main document (Stipulation).

You have the option of uploading additional supporting documents; **not** main documents.

When you are ready to file your **one main document** and any number of supporting documents, click **Complete Filing**.

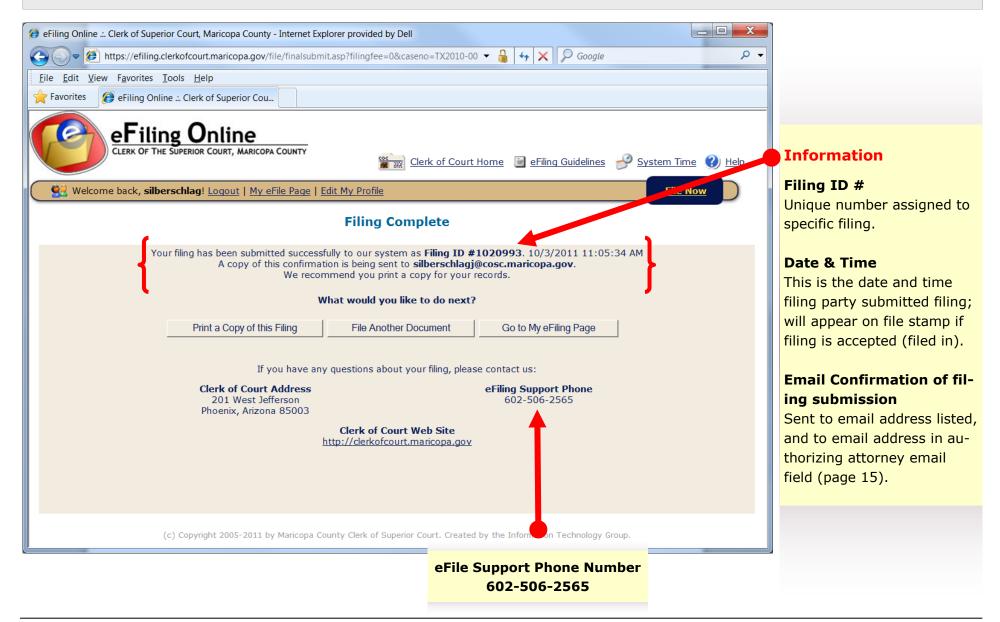
Final step: Submit Filing or Cancel Filing

You can view documents you have uploaded, before you submit or cancel filing.



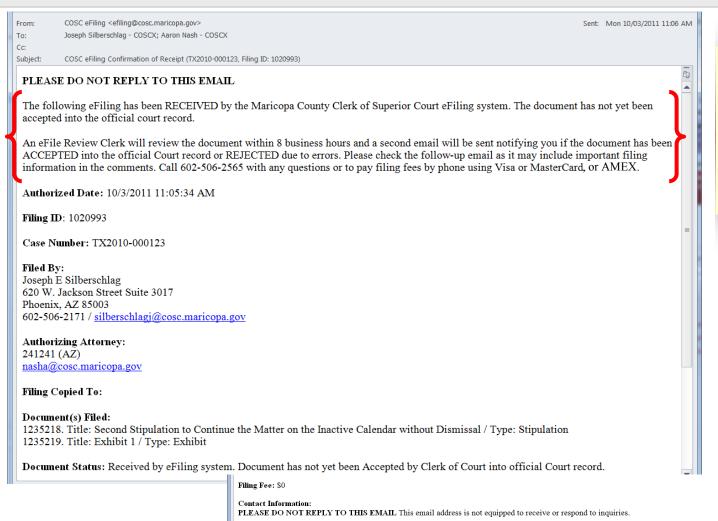
Filing submitted to Clerk's office

Filing submitted; review and status of document is pending



Email confirmation of eFiling submission

Filing submitted; review and acceptance of document is pending



Should you have any questions about your filing please contact us at

eFiling Help Desk Email cocefilehelpdesk2@mail.maricopa.gov

eFiling Help Desk Phone # 602-506-2565

COSC eFiling

Important Information

Please read regarding current filing status, future filing status, and second forthcoming email notification.

Lower section of email contains eFiling support contact information.

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Paying a Filing Fee

A filing fee must be paid within one business day, during business hours



Authorized Date: 10/3/2011 11:05:34 AM

Filing ID: 1020993

Case Number: TX2010-000123

Filed By:

Joseph E Silberschlag 620 W. Jackson Street Suite 3017 Phoenix, AZ 85003

602-506-2171 / silberschlagi@cosc.maricopa.gov

Authorizing Attorney:

241241 (AZ)

nasha@cosc.maricopa.gov

Filing Copied To:

Document(s) Filed:

1235218. Title: Second Stipulation to Continue the Matter on the Inactive Calendar without Dismissal / Type: Stipulation 1235219. Title: Exhibit 1 / Type: Exhibit

Document Status: Received by eFiling system. Document has not yet been Accepted by Clerk of Court into official Court record.

Pay filing fee within one business day.

Not all filings require a fee.

If there is a filing fee associated with your filing, it **must be paid within one business day**, between 8:00 am—5:00 pm, Monday through Friday. Call **602-506-2565**; Visa, Master-Card, and American Express are accepted.

2nd email confirmation: Accepted or Rejected

Accepted email; filing is now part of official court record.

From: COSC eFiling [efiling@cosc.maricopa.gov]

To: Joseph Silberschlag - COSCX

Cc: eFiling

Subject: COSC eFiling TEST Accepted (CV2000-010049, Filing ID: 7515)

The following eFiling has been Accepted by the Maricopa County Clerk of Superior Court eFiling system.

Filing Date: 08/07/2006 11:05:40 AM

Filing ID: 7515

Case Number: CV2000-010049

Filed By:

Joe Silberschlag

Clerk of the Superior Court, Maricopa County

201 W. Jefferson CCB-2 AS-TRN

Phoenix, AZ 85003

602-506-2171 / silberschlagj@cosc.maricopa.gov

Authorizing Attorney:

241241 (AZ)

silberschlagj@cosc.maricopa.gov

Document(s) Filed:

1. Title: Motion to Compel Defendant to Produce Accident Report / Type: Motion

Document Status: Accepted

Clerk Comments: TEST

Should you have any questions about your filing, please contact us:

Clerk of Court Address

201 West Jefferson

Phoenix, Arizona 85003

eFiling Support Phone: 602-506-2565

Clerk of Court Web Site

http://clerkofcourt.maricopa.gov

Accepted Filing

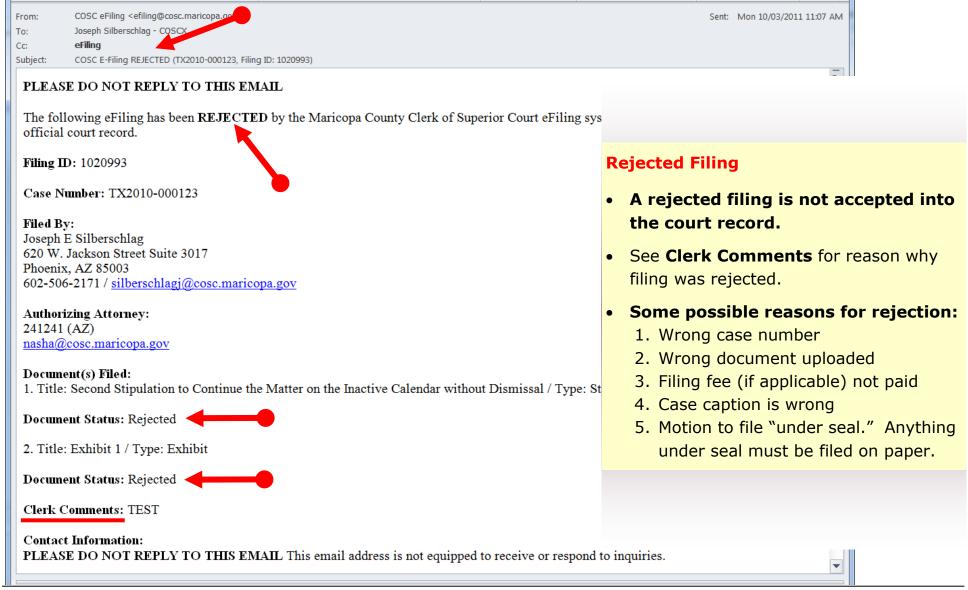
An accepted efiling is filed into the official court record.

Reminder

Check for important comments, from the eFile review clerk, in the body of the email.

2nd email confirmation: Accepted or Rejected

Rejected eFiling; see Clerk Comments



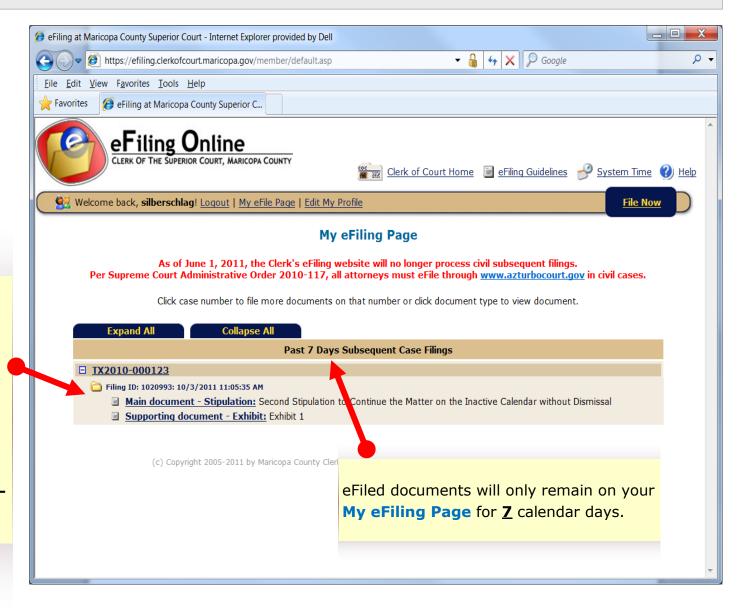
My eFiling Page

Monitor "My eFiling Page"

The document that you submitted to the Clerk's office will appear on your **My eFiling Page**.

Important Note:

All documents that you submit for filing will appear on this page, including those documents that have been rejected.



My eFiling Page

Monitor "My eFiling Page"

@ eFiling at Maricopa County Superior Court - Internet Explorer provided by Dell https://efiling.clerkofcourt.maricopa.gov/member/default.asp File Edit View Favorites Tools Help @ eFiling at Maricopa County Superior C... eFiling Online 🐃 Clerk of Court Home 间 eFiling Guidelines 🧬 System Time 🔇 Help 🥋 Welcome back, silberschlag! Logout | My eFile Page | Edit My Profile My eFiling Page As of June 1, 2011, the Clerk's eFiling website will no longer process civil subsequent filings. Per Supreme Court Administrative Order 2010-117, all attorneys must eFile through www.azturbocourt.gov in civil cases. Click case number to file more documents on that number or click document type to view document. **Expand All** Collapse All Past 7 Days Subsequent Case Filings **■ TX2010-000123** iling ID: 1020993: 10/3/2011 11:05:35 AM Main document - Stipulation: Second Stipulation to Continue the Matter on the Inactive Calendar without Dismissal Supporting document - Exhibit: Exhibit 1 (c) Copyright 2005-2011 by Maricopa County Clerk of Superior Court. Created by the Information Technology Group.

When you receive notification of a filing being **accepted**, you can click on the **Main document** (link) to see the file stamp on the filing.

eFile Support

Contacts

1. Phone: 602-372-5375 (press #2 > press #1 > press #5) Monday—Friday 8:00 am to 5:00 pm

2. email: efilesupport@cosc.maricopa.gov = efilesupport@cosc.maricopa.gov

